

# Checklist for Registering Professional Corporations

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- ☐ Type of business – Professional Corporation
- ☐ Residency of business – Domestic (SC) or Foreign (outside of SC)
- ☐ Verification that all the shareholders, half the directors, and all officers are qualified to practice the professional services engaged in by the corporation
- ☐ Unique name of corporation – a query is performed against the registration database at the Secretary of State's office to determine availability. For domestic businesses, if the name is unavailable, you can enter another
- ☐ Fictitious name of corporation if the corporation's name is not unique in South Carolina (foreign only)
- ☐ Federal Employer Identification Number (FEIN number)
- ☐ Industry Classification (NAICS Code) – tables are provided
- ☐ Do you need Certificate of Authority in SC, i.e., need to register with the Secretary of State's office or have presence in SC (foreign only)
- ☐ Name of state or country under which it was incorporated, date of incorporation, and period of duration (foreign only)
- ☐ Do you need to register for corporate income tax (foreign only)
- ☐ Principal (executive) office address and corresponding phone number for foreign corporation (usually, an out-of-state location) (foreign only)
- ☐ Type of professional corporation (Chartered, Service Corporation, P.A., P.C., PA, PC, Professional Association, or Professional Corporation) (domestic only)
- ☐ Whether or not the corporation is also a statutory close corporation pursuant to Chapter 18, Title 33 of the 1976 South Carolina Code of Laws (domestic only)
- ☐ Professional Corporation's purpose
- ☐ Name and address of registered agent in South Carolina
- ☐ Type and number of shares authorized (common, preferred, etc.). In some cases the number of shares issued and outstanding.
- ☐ Series (if applicable, such as A, B, etc.) for each type of shares and possibly share restrictions
- ☐ **The corporation's directors, members of the governing body of the corporation. (if the corporation has no directors, the persons who are exercising the statutory**

**authority of the directors on behalf of the corporation), SSN and address (foreign only)**

- ☐ Optional provisions of the Articles of Incorporation, which can be faxed, emailed, or uploaded to the Secretary of State (domestic only)
- ☐ Incorporator's name, SSN and address – it is the incorporators that sign and delivery the registration to the Secretary of State (domestic only)
- ☐ Attorney's name, phone number, and address in South Carolina (domestic only)
- ☐ Corporate officer's name, SSN and address -- CEO, CFO, Secretary
- ☐ Information about the previous owner if the business was acquired (domestic only)
- ☐ The Doing Business As (DBA) name, phone number, physical address, mailing address, and record address for each location in South Carolina
- ☐ Account Number and routing number (for electronic check payments – Electronic Funds Withdrawal) or credit/debit account number (for credit/debit card payments) and other applicable payment information
- ☐ Signatures of attorney and at least one incorporator on the Signature Form, which can be printed from SCBOS and faxed or uploaded to the Secretary of State (Domestic only)
- ☐ Signature of an officer on the Signature Form, which can be printed from SCBOS and faxed, emailed or uploaded to the Secretary of State. A certificate of existence from the state of incorporation that is no older than 30 days is also required (foreign only)

**Note:** SCBOS generates a signature package for the attorney. An attorney must sign the signature sheet (domestic only).

## **Other Sections (may be optional)**

### **Business Personal Property (per location)**

- ☐ Estimated date when entity began/will begin conducting business within the state
- ☐ Daytime business phone number

### **Corporate Tax Registration (per business)**

- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Month the tax year ends
- ☐ Business phone number
- ☐ Involved in banking or a service regulated by the Public Service Commission

### **Retail Sales License (per location)**

- ☐ Location Doing Business As (DBA) name or trade name
- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Phone number
- ☐ Products sold
- ☐ Estimated date of first sale

### **Employment (per business)**

- ☐ Number of employees

### ***Withholding Account***

- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Business phone number
- ☐ Anticipated first date of employment in South Carolina
- ☐ Anticipated date of first payroll in South Carolina
- ☐ Is employment seasonal
- ☐ Principal place of business – in or outside SC
- ☐ Estimated Federal Withholding for the quarter
- ☐ Estimated highest quarterly payroll

### ***Unemployment Account***

- ☐ Federal withholding (941 total) during the previous 12 months
- ☐ Is the business liable for Federal Unemployment Tax (FUTA form 940)
- ☐ First quarter ending date that payroll was (will be) \$1500 or more

You start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: How to Use the SCBOS Tutorials, How to Login for the First Time, and South Carolina Business One Stop (SCBOS) Overview.

Once you've had a chance to familiarize yourself with SCBOS, go to [www.scbos.com](http://www.scbos.com) and create a user account by clicking on the "New User" button. Once you've setup your new user account and have created a personal profile with "Secret Questions" to protect your identity, proceed to "User Workspace" and click on "Registrations" located on the top navigation toolbar. Select

"Start New Business" or "add Existing Business" and work your way through each question. Remember, you can always hit the "Pause" button to save your Application and resume at a later date.